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ABSTRACT

This publication provides a description of the Phillips Community College (Arkansas) multipurpose career fair as well as a step-by-step planning and implementation guide for putting on a career fair. The Phillips career fair provides an exchange of information and interaction for persons seeking employment, career awareness and employment, and opportunities to further their education. Students can showcase their skills to potential employers, and representatives from area businesses, industries, universities, and the military are given the opportunity to make contact with potential employees and students and to showcase their businesses, services, or institutions. This guide includes a planning calendar with detailed activities for every month leading up to the career fair, suggestions for partners who may wish to provide booths and bring clients, and outcomes for each constituency. Most of the publication consists of samples of program materials, such as early notifications, invitations to various groups, confirmations, reminders, descriptions of college showcases, volunteer assignment sheets, publicity, sign-in sheets, newspaper coverage of the career fair, and thank-you letters and memoranda. (KC)

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CONNECTIONS TO CAREER OPPORTUNITIES

A Multi-Purpose Career Fair

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CHANGING MINDS...

Phillips COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

CHANGING LIVES!

CE 075 646

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CONNECTIONS TO CAREER OPPORTUNITIES

A MULTI-PURPOSE CAREER FAIR

Presented by:

Gale Lammers, Director of Career Services
Phillips Community College of the University of Arkansas
Helena, Arkansas

(Special thanks to BJ Gregory for document preparation, editing, and great suggestions.)

CONNECTIONS TO CAREER OPPORTUNITIES

A *MULTI-PURPOSE CAREER FAIR*

Like most **career fairs**, the **career fair** at Phillips Community College provides an exchange of information and interaction for persons seeking employment, career awareness and opportunities and to further their education. The unique aspect of this **career fair** is the addition of a college showcase.

The showcase is an opportunity for associate degree candidates to demonstrate skills they have learned to prospective employers. Students may choose to produce a product or service to showcase. The employers are able to see the students' skill level and make possible contact for future employers.

Representatives from area businesses, industries, universities, and the military are given the opportunity to make contact with potential employees and to showcase their businesses, services, or institutions.

In keeping with the "something for everyone involved" theme, this **career fair** allows college students, as well as high school students (especially those in Tech Prep programs), and job-seekers from the community, the chance to find out what skills employers want and how Phillips Community College can help.

The objective of this presentation is to provide a nuts and bolts description of the planning, coordination, and presentation of a truly, multi-purpose **career fair**.

Gale Lammers
Director of Career Services
Phillips Community College
of the University of Arkansas
P.O. Box 785
Helena Arkansas 72342
(501)338-6474, ext. 258
FAX (501)338-7542

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THE NUTS AND BOLTS OF PLANNING A SUCCESSFUL CAREER FAIR

APRIL

- Schedule your Career Fair one year in advance. **April** has proven to be a good month for all involved. Mid-week works well and a two-hour time frame has been popular with employers who prefer not to give up an entire day. The two-hour time frame prevents any dead time for exhibitors and the crowd creates the energy.

MAY/JUNE

- To place the date of your Career Fair on their calendars for the coming year, notify
  - Area high schools
  - State Association of Colleges and Employers'

AUGUST

- Send a memo, with the date of the Career Fair, to all faculty, deans, and division chairs on your campus for their use in planning their classes on that date.

SEPTEMBER

- Notify the four-year institutions you wish to visit your campus for recruiting purposes of the date of your Career Fair.

SEPTEMBER-JANUARY

- Update your invitation list to include all new employers in your area. Make sure the list reflects changes in personnel of employers, schools, and agencies who attended the previous year. Ask the Director of Industry Training on your campus for any referrals.

FEBRUARY

- Mail invitations to employers, agencies, military representatives, four-year institutions, and local high schools. Include maps and response forms. Ask local high schools to provide you with a list of the names of their students attending the fair upon their arrival.
- Design and order combination poster/flyer.
- Send memorandum about the college showcases, including a response form, to each college division.
- Meet with each division to discuss their college showcase.
- Gather all information for showcases, including the equipment and space requirements needed.

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MARCH

- Meet with representatives of the agencies that are participating to promote the Career Fair.
- Place an article in local newspapers publicizing the upcoming Career Fair/College Showcase.
- Contact a soft drink company to solicit free colas for the Career Fair.
- Order refreshments for the attendees:
  - Sheet cakes, chips, cookies, colas (if not donated).
  - Arrange to have soft drinks iced down.
  - Order paper plates, napkins, forks, etc.
  - Secure volunteers to serve refreshments.
- Order coffee and donuts for early arriving exhibitors.
  - Provide coffee cups, sweetener, creamer, etc.
- Solicit a floral arrangement for the refreshment table from a local civic organization.
- Collaborate with Tech-Prep and Vocational Equity on selecting and providing door prizes. (College logo items only).

APRIL (EARLY)

- Mail reminders to those who were invited.
- Confirm commitments with the exhibitors, schools, etc. who have responded as participants.
- Delegate work assignments to volunteers (college staff) who will be assisting at the Career Fair.
- Invite all staff members that are helping with the Career Fair and all showcase exhibitors to the luncheon.
- Ask local radio station to do on-site broadcast.
- Place advertisement for Career Fair/College Showcase in area newspapers. Advertise in the Special Event column of the local newspaper. Advertise on local cable television station.

APRIL (ONE WEEK BEFORE)

- Be included in Department of Human Services promotion of Project Success week which is held in conjunction with the college Career Fair.
- Place posters around campus, town, and surrounding communities.
- Prepare sign-in sheets.
  - One for all visitors.
  - One for college students.
  - Remind local high schools to provided their list of participants upon their arrival.
  - Secure clip boards, pencils, etc.
  - Request volunteers to help with the registration table.

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- Order the food for the luncheon.
  - Prepared sandwiches are wonderful and easy.
- Order balloons for decorations (college colors).
- Print place cards for each exhibitor table.
- With the Facilities Manager on your campus, make arrangements for space needed for Career Fair.
  - Showcases
  - Exhibitor tables-placing those requesting electrical outlets along walls
  - Registration table
  - Refreshment table (out of traffic flow)
  - Door prize exhibit and drawing
  - On-site radio broadcast
  - Request
    1) Extension cords
    2) Technical assistance-computer hookups, microphone, etc.
    3) Tablecloths for refreshment table, registration table, and any showcase needing a tablecloth.
    4) Tickets and box for drawing door prizes

APRIL (DAY BEFORE)

- Set up
  - Showcases (instructors and students)
  - Exhibitor tables (place name cards on tables)
  - Refreshment and registration table
  - Place signs for direction outside of building

APRIL (DAY OF)

- Arrive early to take care of last minute problems. (There will always be some no matter how well you plan)
- Make sure refreshments (coffee, donuts, etc.) are ready for exhibitors.
- Display door prizes.
- Give volunteers a list of all of the exhibitors they will be able to assist in finding their table. (Tables are assigned alphabetically and the list is divided among the volunteers).
- Have volunteers at registration table.
- Give door prize tickets to all attendees as they arrive (exhibitors, faculty/staff, students). Drawings are approximately every fifteen minutes throughout the Career Fair. The winners are announced over the public announcement system.
- Host luncheon immediately following Career Fair
  - Complete evaluations
- Network during lunch and express appreciation for attending.

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- Follow-up
  - Write thank-you notes (send copy to chancellor and supervisors)
    1) All volunteers.
    2) All faculty members who displayed showcases.
    3) Facility coordinator.
    4) Civic organization who furnished flowers.
    5) Soft drink company who supplied free samples.
- Place a follow-up article in local newspapers announcing the outcome of the Career Fair.
- Schedule Career Fair/College Showcase for next year.

PARTNERS
IN PRESENTING A CAREER FAIR

COLLEGE:

- **Tech Prep**-Provided lunch for exhibitors, contributed door prizes, and acted as liaison between college and high school Tech Prep supervisors.
- **Student Activities Committee**-Provided refreshments for participants, balloons and decorations.
- **Vocational Equity**-Contributed door prizes.
- **College Advancement**-Covered expenses for posters, radio and newspaper advertisements; handled publicity by placing articles in area newspapers and coordinating on-site radio coverage.
- **College Volunteers**-Manned registration table, served refreshments, directed exhibitors to booths, etc.
- **Division Deans, Faculty & Students**-Designed, set-up, and presented college showcases.
- **Facilities Manager and Maintenance Staff**-Made all necessary arrangements for designing the Fine Arts Center for the exhibitor's booths, college showcases booths, registration table, refreshment table, podium, etc. Provided support during event.

COMMUNITY:

- **Department of Human Services' Local Planning Group**-Scheduled and publicized Project Success Week in conjunction with Career Fair; placed articles in the local newspapers featuring customers who had gotten jobs through participation in the previous Career Fair; and had customers participate in the Career Fair.
- **JTPA Workforce**-Publicized Career Fair to clients and encouraged their attendance.
- **Arkansas Department of Rehabilitation Services**-Brought clients to the Career Fair.
- **Employment Security Division**-Publicized Career Fair to clients.
- **Mid-Delta**-Publicized Career Fair to clients.

(All of the above agencies provided booths with state and local representatives as well as bringing clients).

- **Area High Schools**-Brought students to the Career Fair.

- **Civic Organization**-Provided floral centerpiece for the refreshment table.

OUTCOMES

EMPLOYERS

Made contact with qualified potential employees by visiting college showcases. Promoted their businesses, industries, and agencies to potential workers through their booths, took applications, and held screening interviews. Talked with future workforce (high school students) about training and educational needs in their workplace.

COLLEGE STUDENTS

Talked with potential employers, demonstrated skills through showcases, and left resumes with employers. Gathered information from representatives of 4-year institutions for transfer plans. Made contact with representatives from the military.

HIGH SCHOOL STUDENTS

Had opportunity to talk with employers about skills, training, and education needed for their workplace. Visited college showcases where they observed demonstrations of skills needed in the workplace. Spoke with representatives from four-year institutions.

DEPARTMENTS OF PHILLIPS COMMUNITY COLLEGE

Had the opportunity to speak with and recruit high school students and community participants. Networked with employers about training provided at PCC/UA..

COMMUNITY PARTICIPANTS

Made contact with employers about possible employment opportunities, visited College Showcases, and talked with PCC/UA Deans and PCC/UA Faculty about opportunities to gain or upgrade skills needed in the workplace.

FOUR-YEAR INSTITUTIONS

Made contact with students at Phillips Community College who plan to transfer and complete baccalaureate degrees. Also talked with high school students.

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MILITARY

Had the opportunity to talk with qualified two-year college graduates about military service or ROTC programs offered at four-year colleges.

AGENCIES

Publicized services to large number of community visitors. Provided venue for clients and customers to talk with employers for possible employment and Phillips Community College representatives about training opportunities.

PHILLIPS COMMUNITY COLLEGE

Showed our campus and made a positive impression on seven hundred visitors!

EARLY NOTIFICATION TO HIGH SCHOOLS, FOUR-YEAR INSTITUTIONS, MILITARY AND PHILLIPS COMMUNITY COLLEGE FACULTY/STAFF

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMO

To: Area High Schools
From: Gale Lammers
Subject: Career Fair 1998
Date: June 2, 1997

Please Mark Your Calendars!!! **Career Fair 1998** has been scheduled for April 15, 1998. This is a great opportunity for your senior high students to meet employers and make contacts for career or educational opportunities upon graduation. I encourage you to put this date on your school calendar and bring your students.

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P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

October 19, 1996

Dear College Admissions Representatives:

Please reserve April 9, 1997 for participation in Phillips Community College's fifth annual **Career Fair**. This event, **"Career Options 1997"**, as has been the purpose of our previous career fairs, is to provide an exchange of information and interaction for persons seeking career awareness and opportunities and to further their education.

The **Career Fair** will be held in PCC/UA's Fine Arts Center between the hours of 10:00 a.m. and 12:00 p.m. Following the fair, an exhibitor's luncheon will be given. More information will follow as we get closer to the date of the fair.

We hope to see you there!

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

October 19, 1996

Dear Military Recruiters:

Please reserve April 9, 1997 for participation in Phillips Community College's fifth annual **Career Fair**. This event, **"Career Options 1997"**, as has been the purpose of our previous career fairs, is to provide an exchange of information and interaction for persons seeking career awareness and opportunities and to further their education.

The **Career Fair** will be held in PCC/UA's Fine Arts Center between the hours of 10:00 a.m. and 12:00 p.m. Following the fair, an exhibitor's luncheon will be given. More information will follow as we get closer to the date of the fair.

We hope to see you there!

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

interoffice MEMORANDUM

To: PCC/UA Faculty/Staff

From: Gale Lammers GL

Subject: Career Fair 1998

Date: August 13, 1997

Please Mark Your Calendars!!! **Career Fair 1998** has been scheduled for April 15, 1998 from 10:00 a.m. to 12:00 noon. This is a great opportunity for our students to meet employers and make contacts for jobs upon graduation. I encourage everyone to come and participate in the Career Fair and bring their students.

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

INVITATION TO EMPLOYERS, COLLEGES, MILITARY and RESERVATION FORM

CAREER FAIR

PHILLIPS COMMUNITY COLLEGE

April 9, 1997

10:00 a.m. - 12:00 p.m.

Fine Arts Building

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- We want you to be an exhibitor! We had over 600 participants at last year's career fair!
- **FREE** admission!
- **FREE** lunch previded at noon!
- Each company will be provided a 6ft. table and 2 chairs.
- For reservations, please mail or FAX the enclosed form or call Gale Lammers at (501)338-6474, ext. 258.

"CAREER OPTIONS 1997"

FIFTH ANNUAL CAREER FAIR/COLLEGE SHOWCASE

April 9, 1997

10:00 a.m. - 12:00 p.m.

Phillips Community College

P.O. Box 785, 1 Campus Drive

Helena, AR 72342

FAX (501)338-7542

To reserve you space, please respond by March 28, 1997.

Agency/Company Name _____

Contact Person _____ Position _____

Address _____

Telephone No. (Area Code) _____-_____-_____, ext. _____

Name(s) of person(s) attending "Career Options 1997" Career Fair:

_____

_____

( ) I will participate in the "Career Options 1997 Career Fair.

( ) I am unable to participate but am interested in receiving referrals and resumes of PCC students seeking employment.

( ) Please place my table near an electrical outlet.

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CAREER FAIR

PHILLIPS COMMUNITY COLLEGE

April 9, 1997

10:00 a.m. - 12:00 p.m.

Fine Arts Building

BEST COPY AVAILABLE

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"CAREER OPTIONS 1997"

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To reserve you space, please respond by March 28, 1997.

Agency/Company Name _____

Contact Person _____ Position _____

Address _____

Telephone No. (Area Code) _____-_____-_____, ext. _____

Name(s) of person(s) attending "Career Options 1997" Career Fair:

_____

_____

( ) I will participate in the "Career Options 1997 Career Fair.

( ) I am unable to participate but am interested in receiving referrals and resumes of PCC students seeking employment.

( ) Please place my table near an electrical outlet.

CONFIRMATION

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

March 31, 1997

Mid-Delta Community Services
609 South Biscoe Street
Helena AR 72342

Dear Director:

We have reserved a space for your participation in **"Career Options 1997"**, to be held at Phillips Community College on Wednesday, April 9, 1997, from 10:00 a.m.-12:00 p.m.

You may set up your table between 8:30 a.m till 10:00 a.m. We will open the doors of the **Career Fair** at 10:00 a.m. for students and members of the community to begin entering. It will be held in the Community Room of the Fine Arts Center on the Phillips Community College's campus. There is limited parking spaces in front of the building but plenty of spaces in the rear of the building. There will be someone at the door to greet you and assist you in locating your table.

We appreciate your interest in participating in this annual event. If you have any questions, please contact me at (501)338-6474, ext. 258.

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

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P. O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

REMINDER

JUST A REMINDER!

Phillips Community College's

CAREER FAIR

April 9, 1997
10:00am-12:00pm
(Set up at 8:30 am)
Fine Arts Center

If you have not reserved your space, please do so by completing and returning the following form to:

Gale Lammers, Director of Career Services
Phillips Community College
PO Box 785
Helena AR 72342
(501)338-6474, ext. 258
FAX (501)338-7542

Name of Organization:_____
Person(s) Attending:_____
Electrical outlet: yes_____ no_____

INVITATION TO HIGH SCHOOLS, FLYER, AND RESERVATION FORM

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

February 3, 1997

Counselor
Gillett High School
Gillett, AR 72055

Dear Counselor

Phillips Community College and Mid-Delta Tech Prep are co-sponsoring the college's fifth annual career fair. This event, "**Career Options 1997**", is to provide an exchange of information and interaction for persons seeking

1) **career awareness**
2) **career opportunities**
3) **first time jobs**
4) **career advancement, and**
5) **non-traditional careers**

The date is **April 9, 1997 from 10:00 a.m. till 12:00 p.m.** We would like to extend a personal invitation to you to bring your senior high students from your campus to share in these activities.

Please ask your students to dress appropriately for the career fair. The dress should reflect attire that would be worn on an interview. Also, the students may want to have questions to ask representatives to show genuine interest in companies and agencies represented.

We have enclosed a flyer for you to post and to share with your students. We would appreciate your confirmation of attendance by returning the enclosed form by mail or by FAX at (501)338-7542 no later than **March 21, 1997**. To help speed the process of registering the students for door prizes, upon your arrival please provide us with a list of the students that will be attending from your school. If you need additional information, please call Ms. Susan Carter or myself at the following numbers:

Susan Carter, Mid-Delta Tech Prep, 338-6474, ext. 292 or Gale Lammers, College Placement Office, 338-6474, ext. 258.

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

Susan Carter

Susan Carter
Tech Prep Coordinator

enc

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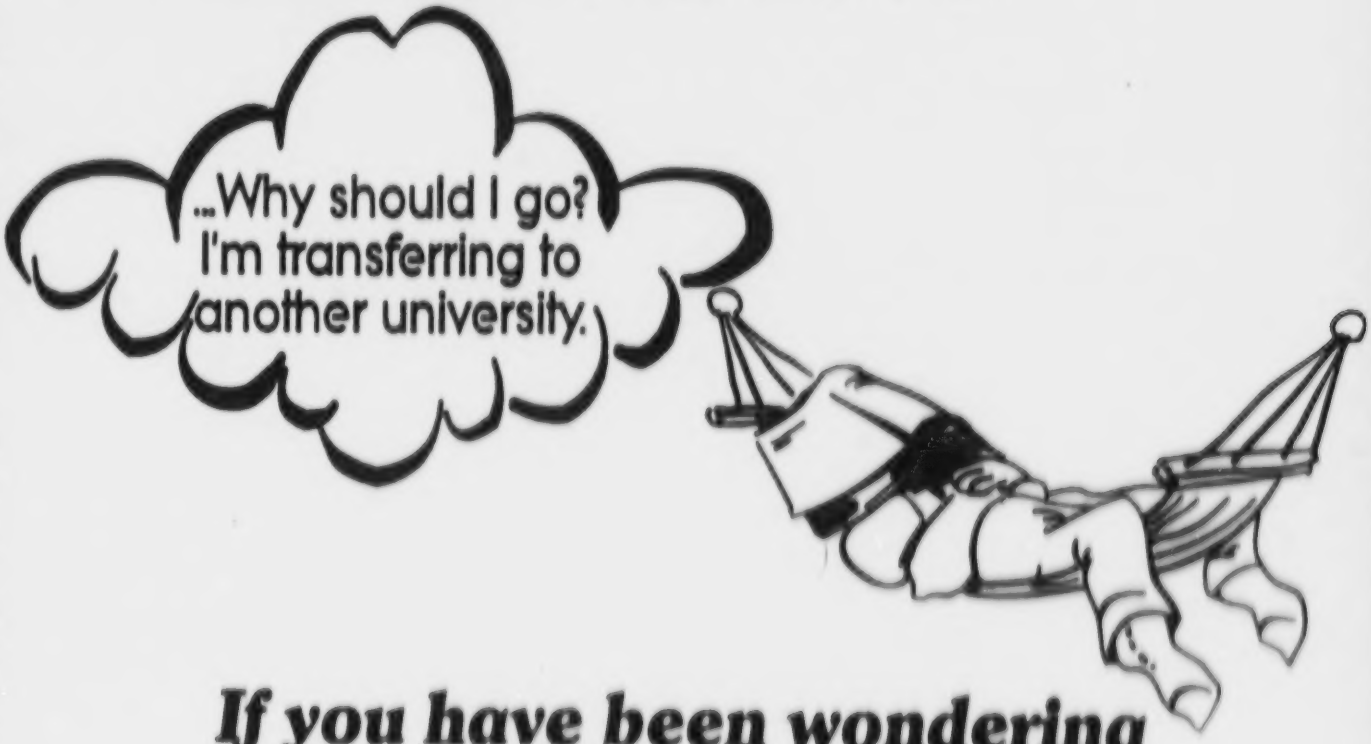
Career Fair
"Career Options 1996"



If you have been wondering
why you should attend the
Career Fair, "Career Options 1996"
from 10:00 - 12:00 on April 10th in the
PCCC Fine Arts Center, well...

...The Answer is Simple:

Representatives from several four-year colleges and universities will also be there--and they want to talk to you.

"CAREER OPTIONS 1997"
CAREER FAIR/COLLEGE SHOWCASE

April 9, 1997

10:00 a.m. - 12:00 p.m.

Phillips Community College

P.O. Box 785, 1 Campus Drive

Helena, Arkansas 72342

Please respond by **March 21, 1997**:

School Name_____

Address_____

_____

Contact Name_____Position_____

Telephone No. (Area Code) _____-_____-_____, Ext._____

We will participate in the "Career Options 1997" Career Fair/College Showcase

_____YES _____NO

Name of person(s) accompanying students:

_____

_____

Total number of students attending: _____

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: PCC/UA DeWitt Faculty/Staff

From: Gale Lammers GL

Subject: College Showcase Demonstration or Display

Date: January 24, 1997

Please let me know as soon as possible what type of booth/exhibit/demonstration your division will have in the Career Fair/College Showcase on April 9, 1997 from 10:00 a.m. until 12:00 p.m. in the Fine Arts Center. I need to plan for the amount of space and resources you will need and notify maintenance, etc. Since we are inviting our entire community, we need to make a good showing.

I look forward to hearing from you by February 28, 1997.

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: Division Deans

From: Gale Lammers G.L.

Subject: Career Fair/College Showcase

Date: February 13, 1997

We will again include a College Showcase of our A.A. and our A.A.S. programs with our annual Career Fair. This is a great opportunity to feature all areas of our college. Please let me know by February 28, 1997 what your division's participation will be at the Career Fair. If you need additional information, please call me at ext. 258.

By the way, the faculty members, or Deans, who participate in the Showcase are invited to join us for lunch along with the other exhibitors.

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

MEMORANDUM TO SOFT DRINK COMPANY
(MAILED AFTER EXHIBITOR INVITATION)

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: Coca Cola Supplier

From: Gale Lammers G.L.

Subject: Career Fair/Product Sampler

Date: February 13, 1997

We would also appreciate it if Coca Cola would provide product samples at the Career Fair. This could be part of your exhibit as some of our past participants have done. Last year we had around six hundred (600) participants.

Participation in our Career Fair does not require you to make job offers. It is just a good way for our students, community, and employers to get to know each other.

Thank you.

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Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: Dean of Arts and Sciences

From: Gale Lammers GL

Subject: Career Fair/College Showcase

Date: February 16, 1996

Don't you think it would be a good idea to showcase Arts and Sciences along with our A.A.S. programs at the Career Fair/College Showcase? I have invited seven high schools to bring their students and am in the process of inviting participants from local agencies who help clients prepare to go to work. This will be a great opportunity for us.

Some ideas that I have are Science experiment/demonstration, which is portable, essays from English classes, travel Europe exhibits, etc. We would need students and faculty to be involved. The Career Fair is April 10 from 10:00 a.m. until 12:00 p.m. in the Fine Arts Building.

Please let me know as early as possible what Arts & Sciences' participation will be in the fair. If you need more information, please call me at ext. 258.

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: Dean of Adult & Developmental Education

From: Gale Lammers

Subject: Career Fair/College Showcase

Date: February 16, 1996

Our annual Career Fair this year will also include a College Showcase. Along with showcasing our technical programs, I would like to feature all areas of our college including Adult Ed. I am in the process of inviting participants from local agencies who help their clients with employment. In addition to our own students, I have also invited students from seven local high schools. This will be a great opportunity for Phillips.

Please let me know as early as possible what Adult Ed.'s participation will be in the fair. We need to have both faculty and students involved. If you need additional information, please call me at ext. 258.

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: Technical Division Deans

From: Gale Lammers GL

Subject: Career Fair/College Showcase

Date: February 16, 1996

Please let me know as soon as possible what type of booth/exhibit/demonstration your division will have in the Career Fair/College Showcase on April 10, 1996 from 10:00 a.m. until 2:00 p.m. in the Fine Arts Center. I need to plan for the amount of space and resources you will need and notify maintenance, etc. We have already mailed invitations to 145 exhibitors and seven area high schools. Since we are inviting our entire community, we need to make a good showing.

I look forward to hearing from you soon.

P. O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

PHILLIPS SHOWCASE

April 9, 1997

PROJECT: _____

_____

DESCRIPTION: _____

_____

_____

_____

INSTRUCTOR: _____

STUDENTS: _____

REQUIREMENTS:

Electrical Outlets _____

Computer Hook-Up _____

Tables _____

Chairs _____

OTHER RESOURCES NEEDED:

_____

_____

_____

_____

PLEASE RETURN BY FEBRUARY 28, 1997

COLLEGE SHOWCASES

SHOWCASES

Departments	Showcases
1. Adult Ed	1. Display of DAD programs, such as life skills. GED, computer basics, JESEP, Work Prep, etc.
2. Lithographics	2. 3D color computer offset press and computer setup.
3. Truck Operators	3. Tractor trailer truck
4. Cosmetology	4. Posters, hairstyles on mannequin, hand display, artificial nails, trophy, etc.
5. Nursing	5. Blood pressure screening, height and weight, display on nutrition, etc.
6. Welding	6. BBQ grill, fishcooker, welding samples, x-rays, etc.
7. Early Childhood Behavioral Health Law Enforcement	7. Display
8. Computer Technology	8. Demos on Power point, Corel Print House, screen savers, etc.
9. Office Technology	9. Simulated office
10. Hospitality	10. Restaurant setting, menu, waiters, etc.
11. CAD	11. Demonstration of technology
12. Arts & Sciences	12. Water distillation demonstration, resume examples, will critique resumes
13. MLT	13. Microscopes with slides
14. Tech Prep	14. Display

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

Memo

To: PCC-Helena (Deans/Faculty Who Worked On The College Showcases)
PCC-DeWitt (Faculty)

From: Gale Lammers G. L.

Subject: 1997 Career Fair/College Showcase

Date: April 3, 1997

You are invited to join us for lunch immediately following the Career Fair/College Showcase on April 9 at 12:00 noon in the Fine Arts classroom. This will be an excellent opportunity to network with the business exhibitors to find out what their plans are for the future and what skills will be needed. Also, I believe they would enjoy visiting with all of you.

Thanks again to each of you for agreeing to present a display in the Career Fair/College Showcase. Hopefully, your extra effort will pay off with future Phillips Community College students.

P. O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

VOLUNTEER ASSIGNMENTS

Phillips COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

interoffice MEMORANDUM

To: **Career Fair Volunteers**
(G. Lammers, T.L. Jones, S. Mauppin, S. Carter, R. St. Columbia, H. Tourney, BJ Gregory, R. Walker, S. Puckett, D. Hardy, T. Garrison)

From: Gale Lammers GL

Subject: 1997 Career Fair/College Showcase

Date: April 3, 1997

Assignments for volunteers for the 1997 Career Fair/College Showcase:

Community Room: (6) PCC/UA Faculty/Staff Members

Fine Arts Building: (1) PCC/UA Staff Member
(Front Door)

Fine Arts Building: (1) PCC/UA Staff Member
(Back Door)

Registration: (3) PCC/UA Staff Member

Refreshments: (1) PCC/UA Staff Member
(1) Baptist Student Union Leader

I would like to **thank each of you** for volunteering to assist me with the 1997 Career Fair/College Showcase on **Wednesday, April 9** from 10:00 a.m. until 12:00 p.m. I will need your assistance from around 9:00 a.m. until after lunch, to which you are invited. Lunch will be served in one of the classrooms in the Fine Arts building.

Please let me know if there is a conflict with your assignment. Again, **thank you** so much for all of your help. I could not sponsor a Career Fair of this magnitude without everyone's assistance.

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1st Staff Member

1. Arkansas American Institute of Banking
2. Arkansas Army National Guard
3. Behavioral Health Services
4. Cal-Ark Trucking
5. East Arkansas Regional Unit, ADC
6. Employment Security Division
7. First National Bank of DeWitt
8. Helena Housing Authority
9. Merchants & Farmers Bank
10. Radio Shack
11. Schneider National
12. Sonic
13. U.S. Marine Corps
14. U.S. Navy Recruiting
15. Vocational Equity Program-Single Parent Displaced Homemakers
16. Workforce-Eastern Arkansas Private Industry Council

1st Staff Member	**Wall & Outlets**
2nd Staff Member	**A-G**
3rd Staff Member	**H-P**
4th Staff Member	**Q-Z**

2nd Staff Member

1. Alltell Mobile
2. American Legion Auxiliary
3. Arkansas Merit System
4. Arkansas State Police
5. Arkansas State University
6. Arkansas Tech University
7. Arkansas Vocational Rehabilitation Services
8. ARORA
9. Cedar Chemical
10. DHEC (College of Nursing-UAMS)
11. DHP Health Care
12. Delta State University
13. Department of Agriculture (UAPB)
14. Department of Corrections (Cummins Unit)
15. Department of Human Services
16. DeWitt City Hospital

1st Staff Member	**Wall & Outlets**
2nd Staff Member	**A-G**
3rd Staff Member	**H-P**
4th Staff Member	**Q-Z**

3rd Staff Member

1. Hardin's-Sysco
2. Helena Chemical
3. Helena Police Department
4. Henderson State University
5. Hendrix College
6. Hoffinger Industries
7. Horseshoe Casino/Hotel
8. Kroger, Inc.
9. Little Rock Police Department
10. Lower Mississippi Delta Service Corps, Inc.
11. Main Street Of Helena
12. Mid-Delta Community Services
13. North Little Rock Police Department
14. Phillips Community College of the University of Arkansas
15. Phillips County Health Unit

1st Staff Member	**Wall & Outlets**
2nd Staff Member	**A-G**
3rd Staff Member	**H-P**
4th Staff Member	**Q-Z**

4th Staff Member

1. Quincy Soybean Company of Arkansas
2. Ryan's Family Steakhouse
3. Subway
4. The Norac Company
5. UAMS College of Health Related Professions
6. UAMS College of Pharmacy
7. University of Arkansas at Fayetteville
8. University of Arkansas at Little Rock
9. University of Arkansas at Monticello
10. University of Central Arkansas
11. U S. Army & Army Reserve
12. U S. Army Corps of Engineers
13. USDA/1890 Liaison Office at UAPB
14. United States Army at UAPB
15. Wal-Mart, Inc
16. UAPB Recruiting

1st Staff Member	**Wall & Outlets**
2nd Staff Member	**A-G**
3rd Staff Member	**H-P**
4th Staff Member	**Q-Z**

PUBLICITY

Career Day

PCCUA's 5th annual job fair Wednesday

By **MARLA CLARK**
College Relations Coordinator

For one day only, eastern Arkansans will have information on hundreds of education and career opportunities available to them under one roof.

"Those looking for the chance to make the right connections for a new job or career are sure to find it at "Career Options '97," says Gale Lammers, director of career services at Phillips Community College.

The college's fifth annual career fair and showcase will open its doors from 10 a.m. - 12 p.m. on Wednesday in the college's Fine Arts Center, and is being co-sponsored by Mid-Delta Tech Prep and Vocational Equity. Free refreshments and door prizes will be provided.

Lammers announced that over 200 invitations were sent to college and military representatives and members of the business community. The response has been tremendous, she added.

A large number of exhibitors have reserved space. Among those represented will be First National Bank of DeWitt, Arkansas American Institute of Banking, Horseshoe Casino & Hotel, U.S. Army Recruiting Station, University of Central Arkansas at Conway, Delta State University at Cleveland, Merchants & Farmers Bank, University of Arkansas for Medical Sciences, U.S. Navy, Arkansas Department of Human Services, University of Arkansas at Fayetteville, University of Arkansas at Little Rock, Hendrix College, University of Arkansas at Monticello, Arkansas Army National Guard, Work Force—a service of East Arkansas Private Industry Council, Arkansas Department of Corrections, Arkansas Tech, Arkansas Vocational Rehabilitation Services, U.S. Department of Agriculture-UAPB, Phillips County Health Unit, Little Rock Police Department, Behavioral Health Services, U.S. Army Corps of Engineers, Norac Co. Inc., Arkansas Employment Security Division, and Vocational Equity.

Others planning to attend include the Delta Health Education Center (DHEC) College of Nursing at UAMS, Hoffinger Industries, Wal- Mart, Main Street Helena, Quincy Soybean Co., Helena Chemical, Alltel Mobile, Radio Shack, Arkansas Merit System, Mid-Delta Community Services, DeWitt City Hospital, DHP Health Care, Arkansas Housing Authority, Lower Mississippi Delta Service Corps, Helena Police Department, Cal-Ark Trucking, Sonic, Schneider National Trucking Co., Ryan's Family Steak House, Arkansas State University at Jonesboro, U.S. Army Reserves, and U.S. Marine Corp.

"Although events like this were originally planned for college students, this will be a community event. We want to give opportunities to our business people to let the community get to know them. It also gives them the opportunity to display their product or service to hundreds of people," Lammers said.

She added that an exciting part of the career fair has been the showcase, which will be in progress in the lobby throughout the career fair.

The showcase gives Phillips College students who will be graduating in May the chance to demonstrate skills they've learned to prospective employers. Students may choose to produce a product or service to showcase.

During the career fair, employers and business representatives will have a chance to see, first hand, what Phillips College students have learned, said Lammers.

"If they are interested, they may set up a job interview," she added. "So, if you're in the market for a new job or career, this is the right time to make a connection."

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PC Local Planning Group still making difference

By ROBERT HILL, III
World Staff Writer

Phillips County Judge Donald Gentry proclaimed April 7 through April 11 as Project Success Week. The Phillips County Local Planning Group (LPG) has announced this years Project Success Week as its sixth annual celebration. Spotlighted throughout the week will be customers who have risen above various problems and barriers to achieve their goal of becoming self-sufficient.

A featured activity will be the annual Career Fair and College Showcase in collaboration with Phillips County Community College. The LPG will be hosting a reception in honor of Project Success Week at the Delta Cultural Center.

Wide spectrum

The LPG continues to make a difference in the community. This group brings about a wide spectrum of local citizens together to address particular needs and problems of the community.

One of the main focuses of the LPG is improving the quality and quantity of life of welfare recipients.

The ultimate goal is to help people off welfare into a life of self sufficiency through employment. Welfare recipients often have to overcome major stumbling blocks on the road to self-sufficiency. This group identifies these obstacles and determines the best course for problem resolutions. Many people have been helped to make this transition from welfare to work.

There will be many changes that directly affect welfare recipients. The federal law eliminated the Department of Human Services' AFDC and Project SUCCESS programs.

They are being replaced by Transitional Employment Assistance (TEA). Adults who are able bodied will be able to receive cash assistance for only a certain number of months while they are getting ready for work. A case manager will work with each TEA participant on a plan to help prepare, and accept, a job before the time limit expires. This all starts July 1, 1997.

PHILLIPS CO. JUDGE DON GENTRY: Proclaims April 7 - 11 Project Success Week. (*Daily World* photo by ROBERT HILL)

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Career Fair coming to Helena

Graduating students and company representatives meet. (Photo: Maria Clark)

For one day, eastern Arkansans will have information on hundreds of educational and career opportunities available to them under one roof.

"Those looking for the chance to make the right connections for a new job or career are sure to find it at 'Career Options '97'," says Gale Lammers, director of career services at Phillips Community College of the University of Arkansas, Helena.

The college's fifth annual career fair and showcase will be held Wednesday, April 9 from 10 a.m. to noon in the college's Fine Arts Center.

The event is co-sponsored by Mid-Delta Tech Prep and Vocational Equity.

Lammers said over 200 invitations already have gone out to college and military representatives and members of the business community. Reservations are rolling in, she said.

A host of businesses and institutions from throughout the state will be represented.

Among those who have already reserved space: First National Bank of DeWitt, Horseshoe Casino & Hotel, Merchants & Farmers Bank, the Little Rock Police Department, the U.S. Army Recruiting Station, Hendrix College, the University of Central Arkansas at Conway, Delta State University at Cleveland, Miss., the University of Arkansas for Medical Sciences at Little Rock, the U.S. Navy, the Arkansas Department of Human Services and the University of Arkansas at Fayetteville.

Others who have made reservations: the University of Arkansas at Monticello, the Arkansas Army National Guard, Work Force —a service of the East Arkansas Private Industry Council, the Arkansas Department of Corrections, Arkansas Tech, Arkansas Vocational Rehabilitation Services, the U.S. Department of Agriculture (UAPB), the Phillips County Health Unit, Behavioral Health Services, Norac Chemical Company, Arkansas Employment Security Divison and Vocational Equity.

"Events like this are beneficial in that they provide an exchange of information and interaction for those seeking career opportuni-

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JOBS AVAILABLE

DISCOVERING JOB OPPORTUNITIES IN THE DELTA

1997 CAREER FAIR

●MEET POTENTIAL EMPLOYERS
●BRING YOUR RESUME

Wednesday, April 9, 1997
Phillips Community College
Campus Drive

10:00 am-12:00 pm
Fine Arts Building
Helena, AR 72342

FREE ADMISSION FOR EVERYONE

For More Information, Please Call Gale Lammers at (501) 338-6474, ext. 258

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Project Success

Ms. Morgan's life drastically changed

In just over a year, Theresa Morgan's life has been drastically changed, thanks to Project Success and the Phillips Community College Career and Jobs Fair.

Ms. Morgan, single mother of two and a resident of Lakeview, hadn't had a lot of luck securing employment until she contacted Project Success.

"I had, on a couple of occasions, secured jobs, but, unfortunately, none of them were long term," she said. "Then, Mr. (Terrell) Tucker informed me about the upcoming Job Fair (in 1996) and encouraged me to attend because several employers would be present and hiring on the spot."

She was attracted to the Lady Luck Casino booth during the fair and, as a result, was hired by the casino. Since then, she has achieved the degree of independence she longed for.

Ms. Morgan is no longer dependent on public assistance and recently purchased an automobile. She gladly announces that the pace of her transition to independence has brought both a quality and quantity to her life.

"I am now able to enjoy my family," she said. " I'm grateful for that."

She praised Project Success and PCC for their efforts to assist individuals in the market for a job. She adds that welfare never met the needs of her family and only drained her of her pride and self-respect.

And, she has a word of advice to other individuals that are now in transition.

"Do something constructive with your life," she emphasizes." And don't become entangled in the web of public assistance."

According to Tucker, this method of hiring has been a key to the individuals who participate in Progress Success. He sent special thanks to PCC/Career Service Director Gale Lammers for her collaboration.

West Helenian becomes self-sufficient, thanks to "Project Success" program

Alfreda Morris of West Helena was unemployed and a welfare recipient for a number of years, but she's now self-sufficient and making her own way, thanks to Project Success.

More importantly, she's making a living for her and her seven children and the future is looking brighter for her.

Since becoming involved in Project Success, Ms. Morris has steadily worked toward full employment. She first took an unsalaried work experience position at Immanual's Rescue Mission and then moved over to Crestpark Nursing Home on a part-time basis.

Now, she is elated to have a full time job at Exxon Circle Store , where she works from 37 to 40 hours a week.

Before Project Success, she found raising her seven children by herself on $389 per month was very difficult.

Now, she feels considerable joy when she's overcoming the challenges placed before her and setting higher standards for both her and her family.

"It was left up to me to prepare for my future and the future of my family," she said." The skills I developed from Project Success and the self-worth and dignity I gained from being a part of the Arkansas Mentor Program helped me get ready for the job I had to do."

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1997 Career Fair

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

Discover Job Opportunities in the Delta

April 9, 1997
10 a.m. - 12 p.m.
Fine Arts Building
Free Admission

For more information, call 338-6474, ext. 258

SIGN-IN SHEETS

CAREER FAIR/COLLEGE SHOWCASE
APRIL 9, 1997

PCC/UA STUDENTS & FACULTY/STAFF

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CAREER FAIR/COLLEGE SHOWCASE
APRIL 9, 1997

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CAREER FAIR/COLLEGE SHOWCASE
APRIL 9, 1997

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NEWSPAPER COVERAGE OF CAREER FAIR

Career Fair big success!

Crowded

Around 7000 people attended the fifth annual Career Fair and Showcase at Phillips Community College last week. It was presented by the college s Office of Career Services and over 300 high school students plus almost 200 college students got an up close look at the 100 exhibits that were displayed by state and area businesses and agencies, along with educational students and the military. In the above photo, students gather around Career Services Director Gale Lammers as she gives away door prizes.

Showcase

In the lower photograph, Howard Lockridge, right, department chairman of technology and industry at Phillips Community College, explains a showcase exhibit during the fifth annual Career Fair at the institution.

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Hundreds flock to college's fifth annual Career Fair

By MARLA CLARK
College Relations
Coordinator

Hundreds of people got a close up look at local exhibitors like the Helena and West Helena Police Departments, Cedar Chemical, Mechanics & Farmers Bank and Helena Chemical as well as state and government agencies from the Arkansas Department of Corrections to the U.S. Army Corps of Engineers last week during the fifth annual Career Fair at Phillips Community College.

Collaboration is the key word coming out of last week's event according to Grady Lammers who reported that the fair was heavily attended by high school and college students.

Lammers, director of career services at Phillips College, reported that over 900 high school students and over 200 college students took this opportunity to explore the 52 exhibits displaying career opportunities available to them throughout the state.

Those who took advantage of this opportunity to visit with so many different representatives of state and area businesses and agencies, educational institutions and the military were not disappointed, says Grady Lammers, director of career services at Phillips Community College. "In all we had over 700 in attendance."

The career fair provides an important connection for both job hunters and exhibitors according to Lammers. Those seeking career information are able to speak face to face with representatives of the industries and institutions. At the same time, exhibitors are able to find their future workforce and see first hand the skills learned by students. These skills are also showcased during the showcase portion of the fair.

Every year the showcase gives Phillips College students graduating in May the chance to demonstrate skills they've learned to prospective employers. Students may choose to produce a product or service to showcase.

Employers and business representatives watch as students demonstrate skills in areas such as desktop publishing and printing, and if they are interested in a student they may set up a job interview.

I want to take this opportunity to thank the exhibitors for participating and providing this service to our students and to the community. Events like this not only give the community a chance to get to know them, it also gives them the opportunity to display their product or service to hundreds of people and make valuable connections, Lammers said.

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THANK YOU LETTERS AND MEMORANDUMS

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

April 10, 1997

Coca-Cola Company
PO Box 519
Clarksdale, MS 38614

Dear Distributor:

Thank you for your participation in the Phillips Community College's 1997 Career Fair. We appreciate all of the support that you and your company provided to ensure that this year's Career Fair would be a success. We could not have done it without Coca-Cola.

Please accept my appreciation for your generous donation of coca-colas for the Career Fair. It was a wonderful treat for our visitors. Also, thank you so much for coming to our rescue during lunch. We thought we had reserved some coca-colas for lunch, but unfortunately we had not done so. Once again, you came to our rescue and provided coca-colas for our guests at lunch.

But most of all, thank you for displaying an exhibitor's booth for our Career Fair. Employers, such as yourself, make a Career Fair successful. It is estimated that approximately 700 people (students, employers, visitors from the community, and PCC/UA faculty/staff) attended the fair this year.

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

P. O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: PCC/UA Deans

From: Gale Lammers GL

Subject: Career Fair/College Showcase

Date: April 10, 1997

Our college showcases were outstanding! Please pass the word along to all of your faculty members how very much we appreciate their effort in providing college showcases for the Fifth Annual Career Fair/College Showcase. This is what makes our Career Fair unique. We had over 300 visitors from area high schools. Although all of them may not have completed an interest card for your area, they are now aware of our programs. The participation of the DeWitt campus programs made the showcases even better.

Thanks again to everyone who participated this year.

cc: DeWitt Faculty
PCC/UA Chancellor

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

MEMORANDUM

To: Volunteers

From: Gale Lammers G.L.

Subject: 1997 Career Fair/College Showcase

Date: April 10, 1997

We couldn't have done it without you! Thanks to your help, the Fifth Annual Career Fair/College Showcase was a huge success. Many people commented on how smoothly everything went. ***And that was because of each of you!***

Thanks again!

cc: PCC/UA Chancellor

P. O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

April 10, 1997

American Legion Auxiliary
1001 First Street
Helena AR 72342

Dear Legion Member

Thank you so much for donating the lovely floral arrangement for our 1997 Career Fair. The arrangement was used as a centerpiece for the refreshment table. Several people commented how lovely the arrangement was.

With approximately 700 visitors and 50+ exhibitors at this year's Career Fair, this fair was the biggest ever. We look forward to having you as an exhibitor at next year's Career Fair. We will be mailing invitations for the 1998 Career Fair in February, 1998. We have scheduled the 1998 Career Fair/College Showcase for April 15, 1998.

Thanks again.

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

P. O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

April 10, 1997

Central High School
103 School Road
West Helena AR 72390

Dear Counselor

We would like to thank you and your students for participating in the 1997 Career Fair/College Showcase recently held at Phillips Community College in Helena. This year was our biggest fair to-date with over 300 high school students and over 50 exhibitors participating. We hope that you and your students enjoyed the fair and will want to come back next year. The 1998 Career Fair/College Showcase has been scheduled for 10:00-12:00 p.m. on Wednesday, April 15, 1998.

Once again, thanks to all of you for attending this year and we hope to see you at next year's Career Fair/College Showcase.

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542

Phillips
COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

April 10, 1997

Subway, Inc
121 N Sebastian
West Helena AR 72390

Dear Exhibitor:

We would like to thank you for participating in the 1997 Career Fair/College Showcase recently held at Phillips Community College in Helena. This year was our biggest fair to-date with over 50 exhibitors and over 700 visitors. We hope that you enjoyed the fair and will want to come back next year. The 1998 Career Fair/College Showcase has been scheduled for 10:00-12:00 p.m. on Wednesday, April 15, 1998.

Once again, thank you for participating this year and we hope to see you at next year's Career Fair/College Showcase.

Sincerely,

Gale Lammers

Gale Lammers, Director
Career Services

P.O. Box 785 • Helena, Arkansas 72342-0785 • (501) 338-6474 • Fax: (501) 338-7542